

81-108 M



Georgia Department of Education  
Office of Administrative Services  
Twin Towers East  
Atlanta, Georgia 30334

1986 JUN 25 PM 2:50

Werner Rogers  
State Superintendent of Schools

June 24, 1986

H. F. Johnson, Jr.  
Associate State Superintendent

M E M O R A N D U M

TO: Arvil Ensley  
Budget and Accounting Officer  
Board of Postsecondary Vocational Education

FROM: Vickie Oakes <sup>Y.O.</sup>  
Records Management Officer  
Department of Education

SUBJECT: Transfer of Records Retention Schedules from the Department of Education to the Board of Postsecondary Vocational Education

Effective July 1, 1986, Records Retention Schedules which have been established for Record Series Titles relating to Postsecondary Vocational Education are being transferred from the Department of Education to the Board of Postsecondary Vocational Education. Attached are copies of the schedules as listed below by Schedule Number:

76-191	81-109	81-181
76-192	81-110	81-182
81-7	81-176	81-183
81-8	81-177	81-185
81-51	81-178	81-192
81-71	81-179A	81-226
<u>81-108</u>	81-180A	

Amendments will need to be prepared by your agency to change the agency name, addresses, contact persons and to make any other necessary changes. These amendments should be sent to Mary Hall, Governmental Records Section, State Archives, for approval.

Also enclosed are file copies of Records Transmittal Forms and Notices of Records Destruction Forms applicable to Postsecondary Vocational Education Records. I am enclosing copies of several publications dealing with Records Management which will provide helpful information concerning Records Management Procedures.

1. 76-RM-1 - "Scheduling Procedures"
2. 82-RM-2 - "Finance and Fiscal Files Supplement"
3. 82-RM-4 - "Statewide Commons Supplement"
4. 79-RM-1 - "State Records Services Handbook"



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Industrial Development-Quick-Start Program Office of Vocational Education 340 State Office Bldg. Atlanta, Georgia 30334	Application Number <b>81-108</b>	
Application Number		Date Received <b>FEB 4 1981</b>	Date Completed <b>FEB 11 1981</b>
2. Person to Contact Lynda L. Smith		Working Title Senior Secretary	Telephone Number 656-2550
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest _____ Latest _____ To Date _____		5. Records Series Title (followed by title used in office, if different) Quick-Start Publications Record Set Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created?  Quick-Start is Georgia's Industrial Training Service to new and expanding industry. The Program was inaugurated in 1966 to serve the personnel training requirements to new and expanding industry. The main objective of the Quick-Start Program is to promote and attract new and expanding industry to the State and to fill their requirements with trained and skilled Georgians. A major objective is the Program's role as an incentive tool for industrial development. The Quick-Start publications are used as tools to promote Georgia.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.  Documents relating to: documenting promotional materials about Georgia and Quick-Start for distribution..  Included are: Quick-Start booklets, brochures and related material.   File is arranged: by fiscal year.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>100</u> ; Seven to twelve months old <u>100</u> ; Thirteen to twenty-four months old <u>10</u> ; twenty-five months and older <u>10</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>1/2</u> ; Legal-size drawers _____; Shelves _____; Other (specify) <u>new publication every year.</u>			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X		c. Is this a vital record?
X		d. Does this series have historical or long term research value?
n/a		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X		f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. (other States request our publications for their reports)
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

a. State Law	0	years.	d. Audit period	0	years.
b. Statute of limitation	0	years.	e. Administrative need	1	years.
c. Federal law	0	years.	f. Federal retention instructions	0	years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

Quick-Start publications are used to promote Georgia and the Quick-Start Program.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☒ Hold in the current files area \_\_\_\_\_ month(s) one year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☐ Destroy.
- ☒ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	1/30/81	Walker L. Baumgardner	2-2-81
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	2-10-81
		Secretary of State/Designee	2-9-81
		Attorney General/Designee	2-10-81